



City of Liberty Lake Recreation Program Proposal Form

BACKGROUND INFORMATION:

Representative Name:	
Phone #:	Email:
Address:	City/State/Zip:
Business Name:	
Phone:	Email:
Address:	City/State/Zip:
Owner Name:	
Phone:	Email:
Address:	City/State/Zip:

PROGRAM PROPOSAL:

Program Title: _____

PROGRAM DETAILS: *Please attach additional pages*

- ☐ **Program Description:** Please provide a brief description to be used in marketing, along with the benefits of participation in your program
- ☐ **Program Outline:** Please provide an outline or lesson plan of a typical program session that gives specific details of activities planned and skills targeted

AGE OF PARTICIPANTS: *Please check all that apply*

- ☐ Ages 18 months- 5 years ☐ Youth ages 6-12 years
- ☐ Teens ages 13-19 years ☐ Adults ages 20-55 years
- ☐ Adults ages 55+ years

NUMBER OF STUDENTS PER CLASS:

Minimum: _____ Maximum: _____

FACILITY: *Please check all facilities that your program could be held in*

Program will occur at a City facility:

- ☐ TrailHead Golf Course Lower Level ☐ Pavillion Park or pavilion
- ☐ "Little House" west of City Hall ☐ City Hall Council Chambers

Program will occur at a non-City location:

Facility name: _____ Facility address: _____

SCHEDULE:

Proposed program dates: _____ through _____

Proposed day(s) of week: _____

Start time: _____ End time: _____

COSTS:

What is your cost **per student** (including materials, instructor fees, etc.)?: _____

INSTRUCTOR QUALIFICATIONS:

Please list your experience with this activity both teaching and participating (*please include copies of any certification*):

I understand that a criminal background check will be performed prior to commencement of any approved programs. *please initial*

Instructor Signature: _____ **Date:** _____

Official Use Only

Coordinator: _____ Date: _____

- ☐ Received copy of Driver's License
- ☐ Received complete W-9 Form
- ☐ Contract approved by City Council
- ☐ Contract approved by City Council
- ☐ Contract signed by all parties

Form updated 10/12/2007 MW